

PLUMBING PERMIT APPLICATION INSTRUCTIONS

Project Location: List the site address of the installation. Please include unit or suite numbers if applicable.

Property Owner Name (s) and Phone: The person or firm that owns the property and the phone number for them.

Parcel Number: The 10 digit property parcel number listed by the King County Assessor. This information should be on your latest property tax statement. If you do not know the number, you may contact the Assessor's office at (206) 205-3415.

Building Type: Single family is a single home/residence on a property that may also include an attached or detached garage or other accessory building on the property. Multi-family is any building containing multiple living units, such as a duplex, apartment or condominium. Buildings that do not contain living spaces are considered commercial. For buildings with mixed occupancies, such as retail spaces on one floor and living spaces on another are also considered commercial.

Building Phase: New buildings are considered new construction. Additions and remodels are considered alterations. A change-out of a fixture that requires a permit is considered an alteration (such as replacing a 2-compartment restaurant sink with a 3-compartment sink).

Contractor Name, Phone & Registration Number: If you are the contractor, please include your company name, phone and registration number. If you are the owner and you intend to perform the work yourself you need only include your name or "same as above" to indicate such. If you are paying for the services, please list the contractor's company name, phone and registration number. Staff will check for current contractor registration prior to permit issuance. (See "Signature of Applicant" below.)

Fixture Description: If you do not see the specific fixture listed in the table, you write it in the blank spaces. Components of the installation, such as hose bibs and control valves do not need to be listed, only fixtures or appliances.

Applicant Name and Mailing Address: This is the signature of the person who has filled out the application. By signing the application you are thus indicating that you are either the owner, contractor or the authorized agent of the owner or contractor. For non-residential buildings, if you are not the owner, you will need a signed statement from the owner to obtain the permit.

Signature of Applicant: This is for the signature of the person identified under "Applicant Name." By signing the application, the applicant is thereby indicating that they understand and will adhere to the rules and regulations governing contractor registration and plumber certification. For instance, if you are a property owner and you are paying for someone to perform the work, they must have a valid contractor registration and the person(s) installing plumbing inside a structure must meet the plumbing certification requirements. If you have any questions regarding these regulations, you may contact the Washington State Department of Labor and Industries at 1-800-647-0982 or you can find more information on-line at <http://www.lni.wa.gov/TradesLicensing/Contractors/HireCon/default.asp>.